



CARDINAL HICKEY ACADEMY

MEDICATION

The administration of medication in the school setting is a service offered to parents/guardian and students to promote wellness and decrease absenteeism. When there is a need for a student to receive medication in school, safe and proper administration is essential. It is encouraged and preferred that medication not be given during the school day. However, when in the opinion of the prescribing provider the student needs to receive medication during the school day, the parent/guardian must adhere to the following policy:

1. The parent/guardian **must obtain and sign** a written order from the authorized prescriber using the Medication Prescriber/Parent Authorization Form (**this includes over the counter medicines**). Each medication order must be on a separate authorization form. Copies are available from the Cardinal Hickey Academy Office. (A comparable form from your physician's office will be accepted if it contains **ALL** the same information.)
2. The parent/guardian needs to bring the completed form, a current emergency form, and a supply of medication to the nurse or medication technician.
3. **THE STUDENT WILL NOT TRANSPORT MEDICATION TO SCHOOL**
4. Each medication must be in the original pharmacy container. The student's name, medication, directions for administration, authorized prescriber's name, the date of the prescription and expiration date must be on container. **If necessary ask the pharmacist to divide the medication in two containers (one for home and one for school).**
5. It is the responsibility of the parent/guardian to give the first dose of any new medication except for emergency medications (such as EpiPen).
6. Any changes in the medication order must be submitted on a new medication form.
7. When controlled drugs are received at school, the parent/guardian and the school nurse will count and sign for the drug. The nurse will only accept a 60 day supply of a controlled substance.
8. It is the responsibility of the parent/guardian to provide a continuous supply of medication for the duration of the order and to retrieve any unused or discontinued medications.

Please remember the following when bringing in medication:

- Medication Authorization form signed and dated
- Current emergency form
- First dose given
- Original pharmacy container
- Medication transported by parent/guardian